

Divorce or Legal Separation



Self-Prep & File

Go to <https://www.sanmateo.courts.ca.gov/ogf> for a program that helps you fill out your forms. Or find individual forms at <http://www.courts.ca.gov/forms.htm?filter=DI>

Step 1:

START YOUR CASE WITH THE COURT



Fill out these forms, and make copies:

- Petition ([FL-100](#)) (+ 2 copies)
- Summons ([FL-110](#)) (+ 2 copies)
- UCCJEA Declaration ([FL-105](#)) if you have minor children together (+ 2 copies)
- Fee Waiver forms if low income: [FW-001](#) and [FW-003](#) (+ 1 copy)

File these forms at the clerk's window. The clerk will give you back your copies, stamped. One copy is for you. One copy is for the other side.

Step 2:

LET THE OTHER SIDE KNOW, IN PERSON

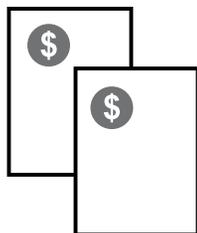


This is called *Service* and you can't do it yourself.

- Have someone 18 or older give the other side in person copies of: FL-100, FL-110, (FL-105 if you used it); include a blank response ([FL-120](#)) (and a blank FL-105, if you used it).
- Have that person (the server) fill out Proof of Service of Summons (FL-115).
- File the completed Proof of Service of Summons ([FL-115](#)) with the court (+ 1 copy).
- **Your spouse has 30 days to file a Response (FL-120) in court.**

Step 3:

EXCHANGE FINANCIAL INFORMATION



You can do this at the same time as Step 1. You must do this within 60 days of Step 1.

- Declaration of Disclosure ([FL-140](#))
- Schedule of Assets and Debts ([FL-142](#)) or Property Declaration ([FL-160](#))
- Income & Expense Declaration ([FL-150](#))
- Serve the other side a completed set (keep the original), and a blank set.
- Tell the court you did this: Declaration re. Service of Decl. of Disclosure ([FL-141](#)). This is the only form you file at court for this step.

Step 4:

FINISH YOUR CASE

There are 4 different ways, and different forms for each. The lists below include the main forms you will need. You may need more.

A	B	C	D
<p>No response / no written agreement:</p>	<p>No response / with written agreement:</p>	<p>Response / with written agreement:</p>	<p>Response with no agreement:</p>
<ul style="list-style-type: none"> • Request to Enter Default (FL-165) • Declaration re. Default or Uncontested Dissolution (FL-170) • Judgment (FL-180) • Notice of Entry of Judgment (FL-190) • 3 stamped envelopes, 1 addressed to you, 2 to spouse 	<ul style="list-style-type: none"> • Request to Enter Default (FL-165) • Declaration re. Default or Uncontested Dissolution (FL-170) • Judgment (FL-180) • Notice of Entry of Judgment (FL-190) • Marital Settlement Agreement (MSA), notarized • 3 stamped envelopes, 1 addressed to you, 2 to spouse 	<ul style="list-style-type: none"> • Appearance, Stipulations, and Waivers (FL-130) • Declaration re. Default or Uncontested Dissolution (FL-170) • Judgment (FL-180) • Notice of Entry of Judgment (FL-190) • Stipulated Judgment (agreement) • Declaration re. Service of Decl. of Disclosure (FL-141), filled out by the other side • 2 stamped envelopes, 1 addressed to you, 1 to spouse 	<ul style="list-style-type: none"> • Request for Trial (get a copy of this form from the clerk or the Self Help Center) <p>Have ready and fill out the caption of:</p> <ul style="list-style-type: none"> • Judgment (FL-180) • Notice of Entry of Judgment (FL-190)
<p>More: http://www.courts.ca.gov/8409.htm</p>	<p>More: http://www.courts.ca.gov/8410.htm</p>	<p>More: http://www.courts.ca.gov/8411.htm</p>	<p>More: http://www.courts.ca.gov/1238.htm</p>



For more information, visit:
<https://www.sanmateo.courts.ca.gov/selfhelp>